

SANDY CITY APPROVED CLASS SPECIFICATIONS

I. Class Title: Director of Finance & Information Services

Revision Date: 3/2005
EEO Function: Exempt
FLSA Status: Exempt (Executive)
Control No: 20350

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the City Administrator, performs all major financial functions including the management of the division; prepares and administer division's annual budget.

III. Essential Duties

- Supervises the divisions of Finance and Accounting, Treasury, Purchasing, Utility Billing, Budget and Management Information Systems.
- Advises division heads regarding establishment of goals and future plans for all Administrative Services departments.
- Supervises all financial activities including the preparation of daily audits, capital assets inventory, cash management, budgeting etc.
- Implements and enforces financial controls and procedures.
- Manages the preparation and publication of the City Budget.
- Attends City Council and weekly City Cabinet meetings and recommends measures deemed expedient.
- Consults with department heads on fiscal policy and financial impacts.
- Prepares a variety of financial reports, as well as revenue and economic growth projections.
- Represents the interest of the City before federal, state, and county agencies and community organizations.
- Maintains all financial records for audit, historical information and legal purposes.
- Serves as Director of Finance.

IV. Marginal Duties

- Reviews departmental administrative appeals.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in public administration, business management, accounting and/or related field required; may substitute up to two (2) years additional education for two (2) years experience, except required supervisory experience.

Experience: Ten years directly related work experience including at least four (4) years supervisory and municipal administration background.

Knowledge of: Principles of management, supervision, planning, budgeting, general and governmental accounting, governmental finance and personnel principles and practices; cash management and budgeting; principles of management, cash budgeting, and accounting.

Responsibility for: Supervision of all Administrative Services division directors; moderate responsibility for the care, condition, and use of materials; making decisions that affect the activities of people, what they should do, when to do it, where, and how; the supervision of the Executive Secretary.

Communication Skills: Contacts with other departments, furnishing and obtaining information; must exercise tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanation and discussion; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; requires influencing others to obtain desired result; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires a well developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

Tool, Machine, Equipment Operation: Regular use of a car and office phone system, 10-key machine, personal and mainframe computer and printer.

Analytical Ability: Organize, establish and delegate meaningful goals and assignments; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement policy and procedures affecting fiscal management, security and City Operations.

VI. Working Conditions:

Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions, balancing multiple conflicting priorities and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.